



**TEXAS Board of  
Architectural Examiners**

Architects • Interior Designers • Landscape Architects

Memo to: Charles Bredwell, State Energy Conservation Office

From: Cathy Hendricks, Texas Board of Architectural Examiners

Subject: Resource Efficiency Plan for Fiscal Year 2009

Date: September 1, 2008

The Texas Board of Architectural Examiners is submitting a resource efficiency plan for the period of September, 2008 through September, 2009 in compliance with statute. The plan is based on our understanding that as a state agency we should all strive to conserve the state's resources and work as efficiently as possible.

As a small agency – fewer than 25 FTE's/ 5,588 sq. ft. – we are constantly striving to improve efficiencies, and towards that end we have made the plan brief and specific. Please contact me if you have any questions.

Texas Board of Architectural Examiners  
Resource Efficiency Plan  
September 1, 2008

- I. Environment and Scope – tenant agency; square footage; etc.
- II. Conservation of Resources
  - a. Turning off lights
  - b. Reporting temperature problems to Hobby building officials
  - c. Computer screen savers
  - d. Utilizing low-power space heaters/fans
  - e. Evaluating power cord load distribution
- III. Purchasing
  - a. Continue to purchase energy-efficient office equipment
  - b. All office equipment have automatic shut-off features
- IV. Communication
  - a. Share report with staff
  - b. Implement a policy of after-hours shut-down
  - c. Send memos to Hobby building as needed
- V. Conclusion

As TBAE is unable to measure utilities utilization in our current space, measurement may be analyzed via Hobby building records and staff behavior.

## **Texas Board of Architectural Examiners Resource Efficiency Plan**

The Texas Board of Architectural Examiners is committed to conserving the State of Texas' resources and is already implementing several standards of energy conservation. The board is a tenant in the state-owned Hobby Building, occupying a total 5,588 square feet. The board employs 24 full- and part-time employees. Because the board has no control over thermostats, individual space heaters and small area oscillating fans are sometimes used to adjust temperature. We are currently renovating our office space. We are planning to update our office and break room equipment with energy efficient appliances. We also plan to be environmentally friendly or sustainable with our construction and materials.

### **Implementation Plan**

**Goal #1:** Continue to improve communication with Hobby Building maintenance personnel when temperature is too hot or cold.

**Strategy:** Assign one staff person to communicate directly with Hobby Building personnel for temperature complaints.

**Timeline:** Ongoing

**Status:** One staff person receives all notices of unreasonably cold or warm temperatures in the office. As a result, maintenance crews have adjusted thermostats and vents in an attempt to control the temperature spikes. The situation has improved, and will continue to monitor and report the problems to building maintenance.

**Goal #2:** Discontinue the use of space heaters.

**Strategy:** Communicate with staff to eliminate the use of space heaters and communicate temperature problems with appropriate person.

**Timeline:** Ongoing

**Status:** The use of space heaters has been eliminated. We continue to report uncomfortably cool temperatures to building maintenance.

**Goal #3:** Reduce loads on power-strip extension cords where appropriate.

**Strategy:** Assign a staff person the task of bi-annually assessing and correcting all power cord usage.

**Timeline:** On-going

**Status:** This has been largely remedied by the office remodel completed in early summer of this year.

**Goal #4** Encourage employees to turn off lights, conserve water, and to properly use office equipment energy-saving features.  
**Strategy:** We have installed lights that automatically turn on and off as motion is detected in the various office areas..  
**Timeline:** On-going  
**Status:** The last person to leave the office is required to check that all lights, appliances, and equipment are turned off before locking up for the night.

**Goal #5:** Continue the policy of purchasing energy-efficient office equipment.  
**Strategy:** Communicate with purchasers and accounting department to continue the practice of purchasing Energy Star office equipment.  
**Timeline:** On-going and will be a consideration in the upcoming office remodel.  
**Status:** This is an on-going goal

### **Monitoring Progress**

The board is not responsible for paying utility bills, so the results of conservation efforts will be difficult to measure. Therefore, we will continue to communicate with our staff, keep policies updated, and assign responsibilities and duties as defined above.

### **Conclusion**

The Texas Board of Architectural Examiners is committed to being a good steward of Texas' resources. Towards that end we will make every effort to implement the above strategies and communicate to staff this core value on a regular basis.